

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

15

March 23, 2004

FROM: KEN A. MILLER, Director
Department of Public Works, Regional Parks Division

SUBJECT: EMPLOYMENT AGREEMENT WITH ADRIAN COLE AS CAMP ADMINISTRATOR FOR
CAMP BLUFF LAKE

RECOMMENDATION: Approve Employment Agreement with Adrian Cole as Camp Administrator for Camp Bluff Lake at an hourly rate of \$22.21 effective April 3, 2004, for a term of eight months.

BACKGROUND INFORMATION: On February 3, 2004 the Board approved an agreement with The Wildlands Conservancy for the County's use of the Camp Bluff Lake facility, located near the City of Big Bear, for a children's summer camping program. To properly operate the Camp Bluff Lake facility, Regional Parks needs to employ a Camp Administrator. The position is needed to assist in the defining of camp goals, to identify and recruit camp users, recruit and supervise all camp staff, prepare and conduct all necessary pre-camp and in-service training, develop routines, procedures and policies for staff and campers, assist in the preparation and implementation of the emergency evacuation plan, safe transportation plan, and assist in the planning/implementation of a risk management system to protect participants. In addition, the camp administrator will develop and implement a nutritional and sanitary food service program, as well as assist in planning and implementing a marketing plan for the camp.

This position was advertised in the local newspapers. Three responses were received. Mr. Cole was the only candidate of the three that qualified, and he subsequently was interviewed by the Chief and Program Manager of Regional Parks. Based on this interview and his qualifications, Mr. Cole is being recommended for this agreement.

This proposed agreement provides Mr. Cole with compensation at an hourly rate of \$22.21 and coverage under the participation in the County's P.S.T. Deferred Compensation Plan. The Department surveyed similar positions at other local camps in the area and determined that the proposed hourly rate is fair and reasonable in respect to the level of duties to be assigned. Mr. Cole will be under the Supervision of the Regional Parks Program Manger.

This agreement is for eight months with an eight-month option based on performance. The County may terminate the agreement at any time without cause upon fifteen days' written notice to the Contractor.

REVIEW AND APPROVAL BY OTHERS: This item has been approved as to legal form by County Counsel (Jean-Rene Basle, Deputy County Counsel 387-5477) on March 12, 2004 and by Human Resources Department (Tammy Ballesteros, Human Resources Officer 387-8138) on March 15, 2004. This item has also been reviewed by the County Administrative Office (Tom Forster, Administrative Analyst 387-4635) on March 14, 2004.

FINANCIAL IMPACT: No impact to the General Fund will result from this action. Payments to Mr. Cole will be made directly from the Regional Parks Camp Bluff Lake Budget (EME CCP CCP). Appropriations for the current year cost of the agreement, estimated at approximately \$10,000, are available in the

Record of Action of the Board of Supervisors

15

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March 23, 2004

Page 2 of 2

15

FY 2003/04 budget. The remaining cost of this agreement, estimated at \$16,000, will incur after June 30, 2004, and will be included in Camp Bluff Lake's FY 2004/05 budget proposal. The entire cost of this agreement will be fully offset by program revenues.

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item and concurs with the Department's proposal because the addition of a Camp Administer is integral for the operation of the Camp Bluff Lake facility. In addition to being financially self-supporting, Camp Bluff Lake will benefit a significant number of children from San Bernardino County socio-economically disadvantaged families by allowing them to attend the camp at no charge. This is because Regional Parks has already received \$82,500 from the County Children's Services Department for 330 children to visit the camp this summer.

SUPERVISORIAL DISTRICT(S): 3rd.

PRESENTER: Thomas A. Potter, Chief of Regional Parks, 387-2340.

15